SAFETECH 2016

Lexington, Kentucky

Classes May 16-20, 2016

Tradeshow May 21, 2016

Location:

HOST HOTEL
Hilton Lexington Downtown
369 West Vine Street, Lexington, KY 40507
859-231-9000
Single/Double $109

EXHIBIT SPACE RATE
Associate members (per sq. ft) $7.50
Non-member (per sq. ft) $11.50
Corner charge $50.00
BOOTH KIT NOT INCLUDED

DEPOSIT INFO
A 50% deposit & is required to hold your booth space with application. The balance of your space must be paid by November 12, 2015. All contracts received after November 12, 2015 must be paid in full. Deposits are non-refundable and all cancellations must be submitted in writing in order to be valid.

SAVTA Associate Membership

JOIN TODAY

www.savta.org
Ask us for an Application

TRADE SHOW HOURS
Saturday, May 21 • 10 am - 4 pm

INSTALLATION DATES
Friday, May 20 • 12 - 5 pm

DISMANTLE DATE
Saturday, May 21 • 4 - 8 pm

SAFE & VAULT TECHNICIANS ASSOCIATION
3500 Easy Street • Dallas, TX 75247
Phone: 214/819-9771, ext. 240
Fax: 214/819-9736
E-mail: kathryn@aloa.org

Questions? Contact

CONVENTION & MEETINGS MANAGER
Kathryn Beard
Phone: 214/819-9771, ext 240
E-mail: kathryn@aloa.org

Or

Karen Lyons, Conventions Asst.
Phone: 214/819-9771, ext 218
Email: karen@aloa.org

2016 SAFETECH Convention

Classes: May 16-20; Tradeshow: May 21, 2016. Hilton Lexington Downtown, Lexington, KY

EXHIBIT SPACE APPLICATION

INSTRUCTIONS: Type or print this application. Complete all sections. Should you need a copy, make a copy for your files. Sign and return the application with a 50% deposit check made payable to SAVTA. **Please provide the following information exactly as you wish it to appear in all SAVTA official publications.**

Company Name

Company Street Address

Company City/State/Zip/Country

Company Phone No.

Company Fax No.

Company Web Address

The **KEY CONTACT PERSON** listed below will serve as your primary exhibitor contact and will receive the Exhibitor Updates (by e-mail) and the Exhibitor Service Manual. Please list key contact information below.

Key Contact Person

Key Contact Person E-Mail Address

Key Contact Person Phone Number

Key Contact Person Fax Number

1 Exhibit Space Rental

Are you a **SAVTA Associate Member?** _____Yes _____No
Please Note: 2016 Associate Member Dues must be paid to receive discounted rate.
Exhibit space rental for the SAFETECH 2016 Trade Show is: (Minimum 10 ft. x 10 ft. or 100 square feet) **Booth includes space rental, standard draping, company identification sign.**
Booth does not include carpeting, tables, chairs or wastebaskets.

SAVTA Associate Members	**7.50 USD** per square foot
Non-Members	**11.50 USD** per square foot
Exposed Corner	**50.00 USD** per corner

Payment Procedure: Booth fees are payable by check or credit card. Applications will not be processed nor space assigned without submitting the completed application and a **50% deposit** (U.S. funds). The balance is due **November 12, 2015.** Applications after this date must include full payment.

Total Amount Due:

Booth Size	X	Rate $7.50 / $11.50	=	Amount
Number of Corners	X	Corner Charge 50.00	=	Amount
				Total

Preferred Booth Location:

1st Choice _____ 2nd Choice _____

2 Cancellation and Refund Policy

All cancellations must be submitted in writing in order to be valid. **Deposits are non-refundable.** Cancellation of booth space after **November 12, 2015** will incur 100% of booth rental fee.

3 Specific Location Request

We do **NOT** want to be next to, or across the aisle from:

4 Type of Products or Services to be Exhibited

Are you a: ____ Manufacturer ____ Distributor ____ Service ____ Other

5 Form of Payment

____ Check: The enclosed check is in the amount of USD _____

____Please charge my exhibit fee of USD_____

to my credit card: ____ Visa ____ Mastercard ____ AMEX ____Discover

Credit Card No.

Card Expiration Date (mm/yr)

Print Cardholder's name as it appears on card

Fax this application with credit card payment to: **214-819-9736**

Mail this application with check payment to: **SAVTA**
3500 Easy St
Dallas, TX 75247

We agree to abide by all rules and regulations governing the exposition as printed on the reverse side hereof and which are a part of this Application. Acceptance of this application by Show Management constitutes a contract.

Print Name

Authorized Signature - this line must be signed for acceptance of contract

Date

Questions? Contact Convention & Meetings Manager, Kathryn Beard at 214-819- 9771, ext. 240 or email kathryn@aloa.org

FOR OFFICE USE ONLY

Booth Assigned _____

Booth Dimensions _____

Date Deposit Received _____

Date Balance Received _____

SAFETECH 2016 RULES & REGULATIONS

The rules and regulations set forth below are a binding part of your contract with the Safe & Vault Technicians Association (SAVTA). We request that you review these rules and regulations thoroughly to help ensure that you make the most of SAVTA's Trade Show. All matters regarding these rules and regulations and exhibitors' compliance therewith shall be determined by SAVTA at its sole and absolute discretion.

1. PAYMENT AND CANCELLATION - All booth reservations made before **November 12, 2015** must be accompanied by **50% deposit and signed contract,** and full payment must be made by **November 12, 2015. Any space not paid in full by November 12, 2015, will be cancelled and resold.** Booth reservations made on or **after November 12** must be accompanied by full payment and a signed contract. Applications will not be processed nor exhibit space assigned until exhibitor submits the appropriate payment by the dates set forth above. Incomplete applications will not be processed. Deposits are nonrefundable.
Cancellation of booth space after November 12, 2015 will incur **100%** of booth rental fee. All cancellations must be submitted in writing in order to be valid. No Exhibitor will be permitted to bring any equipment or display material on the exhibit floor without prior full payment on their booth or any other delinquent account with SAVTA.

2. NO EXHIBITS OUTSIDE OF SAVTA EXHIBIT JURISDICTION - No exhibit eligible for this show will be permitted in a hotel room or outside of the regular jurisdiction of the SAVTA Show Management. All exhibitors are prohibited from distributing any materials from outside of their specific display area.

3. SPACE ALLOCATION - SAVTA shall use its best efforts to locate Exhibitor's booth in one of the locations designated by Exhibitor on the Exhibit Space Application/Contract. Notwithstanding the foregoing, SAVTA reserves the right to change the location of any booth at any time as SAVTA, at its sole discretion, deems necessary or appropriate. No such change of location shall be effective until accepted by Exhibitor. If Exhibitor does not accept the new location of its space, it may, at its option, terminate the contract, and notwithstanding anything in Paragraph 1 of these Rules and Regulations to the contrary, Exhibitor will receive a full refund from SAVTA.

4. SUBLETTING SPACE - Exhibitors may not assign, sublet, or apportion to others all or part of their space and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of business. However, an exhibitor may use outside equipment or products to enhance his own presentation without giving credit to the manufacturer.

5. DISPLAY - Exhibitor shall not exhibit any products or services other than those described in its Application/Contract or approved in writing by SAVTA. Exhibitor shall not in any manner indicate that an SAVTA endorsement or approval of exhibitor's product or service has been given by SAVTA merely because SAVTA approved such product or service or advertising material displayed or disseminated at the exhibit. SAVTA reserves the right to prohibit or require the removal of any display or exhibit or any part of an exhibit, which it deems unsuitable or not in keeping with the character of the Trade Show.

6. BOOTH CONSTRUCTION AND ARRANGEMENT – Exhibitor shall not perform any alteration, including, but not limited to, any repair, painting, staining, and drilling, to any portion of the facility or the exhibit booths without the prior written consent of the facility and SAVTA. All work involved in installing and dismantling exhibits and displays will be governed by local union regulations. SAVTA will provide and arrange for the installation of uniform draped backgrounds to a height of eight feet above the floor, draped side rails which will be three feet high and a two-line sign with the exhibitor's name, city and state. Each exhibit must be confined to the space limits indicated on the floor plan. No part of any standard booth may be over eight feet high. All exceptions to the standard rule must receive permission from the SAVTA Show Management in writing.

NOTE: Displays in island booths may exceed twelve feet high, with approval of Show Management. Please refer to the booth construction and design specifications. The SAVTA Show Management's ruling in such matters is final.

7. EXHIBIT SPACE - Exhibit space is priced at $7.50/square foot for Associate Members. (Associate member dues must be paid by **December 31, 2015**); and $11.50/square foot for non-members. Each exposed corner is priced at $50.00. Exhibit space rates include: space rental for the duration of the exhibition, standard draping, company identification signs, five complimentary exhibitor registration badges per 100 sq. ft.

8. REMOVING EXHIBITS - All exhibits must remain fully operational until the closing hour of the final day of the exhibition. For one hour after closing, exhibitors may pack table items, but should not interfere with the removal of aisle carpet and return of empty crates. Each exhibitor will complete arrangements for removing his material in accordance with the information provided in the service kit. These arrangements can be made at the Exhibitor Service Desk. If exhibitor fails to timely remove his materials from the exhibit area, exhibitor shall indemnify, hold harmless and defend SAVTA from and against any and all fees, costs or expenses SAVTA must pay as a result of such late removal. SAVTA shall not be responsible for materials left after the Trade Show closes. Any property remaining in the exhibit area after one hour following the cessation of the Trade Show may be disposed of or stored or shipped at exhibitor's sole cost as SAVTA or the facility deems appropriate. All space occupied by an exhibit must be left in the same condition as it was before set up. SAVTA shall charge exhibitor for additional clean-up charges SAVTA incurs resulting from exhibitor's failure to properly clean his exhibit space at the completion of the Trade Show.

10. CONTRACTOR SERVICES - About 60 days before the show opens, SAVTA will send each exhibitor an exhibitor service kit. Installation hours will be listed in the service kit. This kit will contain all forms for ordering necessary services. SAVTA will designate contractors to provide all show services other than supervision of booth installation and dismantling. The exhibitor shall provide only the material and equipment owned and to be used in the exhibit space. Contractors will provide all other items. An exception will be made only when the exhibitor has received SAVTA's written approval therefore at least 45 days before the show opens. No third party or agent requests will be granted. An exception will be granted only if it will not interfere with, or prejudice, the orderly installation, interim services, or dismantling of the exhibition. An exception will be denied if it interferes with commitments SAVTA has made in any contract with service contractors or in its agreement with the leaser of the exhibition space. For electrical, plumbing, telephone, drayage, and rigging services, no exception will be made. All employees of agents representing the exhibitor must be identified by an official SAVTA badge. All persons performing services directly for an exhibitor, other than the exhibitor's employees, must maintain liability insurance in the amount of not less than $1,000,000 per occurrence, with SAVTA named as an additional insured and such persons must provide SAVTA with certificates of insurance at least 30 days before the show opens, or SAVTA may revoke any exception made. The official drayage contractor will have complete control of all dock and loading facilities. The contractor will receive all direct and advance shipments and van loads, handle all freight and provide all rigging, labor and equipment. All services not ordered in advance must be procured through the Exhibitor Service Desk on the exhibit floor. IF THIS RULE IS VIOLATED, SAVTA MAY REMOVE THE EXHIBITOR AND ANY UNAUTHORIZED CONTRACTOR FROM THE SHOW. **The exhibitor waives any right to service or to written notice of SAVTA intentions to close an exhibit.** SAVTA assumes no liability for any work performed by any contractor, and exhibitor shall look solely to such contractor in the event of any injury or damage resulting from the work performed by such contractor.

11. STORING CRATES AND BOXES - The official drayage contractor will handle and provide storage spaces for crates and boxes during the exhibition and will return properly marked materials after the show is over. The contractor will supply tags to be attached to each piece stored. Small boxes should be nested in larger ones to reduce the number of pieces to be stored. No boards will be accepted for storage unless they are securely tied in bundles and tagged. Fire regulations require that wrapping materials such as paper, excelsior, etc. must be completely enclosed within the packing boxes. Materials violating these regulations will be considered refuse and will be discarded at exhibitor's cost and without liability to SAVTA.

12. CHILDREN - Children 15 years of age and under must be accompanied by a parent or guardian to be permitted on the exhibit floor. No children 15 years of age and under are allowed in the exhibit hall during set-up or dismantling. The rule applies to exhibitors as well as attendees.

13. LIABILITY AND SECURITY- Neither SAVTA, its officers, directors, agents and members, the management of the exhibit, nor the owners of the exhibit facility, their agents, servants, contractors, or employees ,are or shall be liable for injuries to any persons or for damage to property owned or controlled by the exhibitor unless caused by or resulting from the negligence of SAVTA, the management of the exhibit, or owners of the exhibit facility or the gross negligence or willful misconduct of their respective agents, servants and employees as the case maybe. Exhibitors shall indemnify and hold harmless the SAVTA, its officers, directors, agents and members, and the facility from and against any and all liability of whatever kind or nature arising out of or resulting from exhibitor's participation in the Trade Show. General overall guard service will be provided by SAVTA for the exhibition period, but SAVTA and the guard service will not be responsible for any loss or damage. Each exhibitor must make provisions for the safeguarding of goods, materials, equipment, and displays at all times. Each exhibitor should secure insurance at his own cost and expense. Nothing should be posted on, tacked, nailed or screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Whatever is necessary to properly protect the building, equipment or furniture will be at the expense of the exhibitors. Exhibitors are liable for any damage they cause to the exhibit hall property. No lighter-than air balloons are allowed.

14. BADGES AND EXHIBIT PERSONNEL - Each exhibitor shall receive five (5) nontransferable identification badges per 10' X 10' booth. All representatives who work in the booth for exhibitor must be employees of the exhibitor. Badges deformed or mutilated in any way, shape or form will not be acceptable. No transfer of badges is allowed. Individuals who do not have badges will not be admitted into the exhibit area. Badges are not to be defaced by inserting business cards. False certification of any individual as an exhibitor's representative, misuse of exhibitor's badges, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be a cause for expelling the exhibitor's representatives from the exhibition hall, or removing exhibitor's exhibit from the floor, or both, without SAVTA being obligated to provide exhibitor a refund. Exhibitor shall use reasonable efforts to cause each person employed by exhibitor in connection with the exhibit to at all times maintain a neat, clean appearance and behave in a polite and professional manner.

15. REGISTRATION OF ATTENDEES - SAVTA Show Management shall have sole control over admission policies at all times. All persons visiting the convention session rooms and the exhibit area as well as exhibitor personnel shall be required to register and wear an appropriate badge while in attendance.

16. DIRECT SALES - Cash and carry sales are allowed within the exhibit areas.

17. SPECIAL VISUAL AND SOUND EFFECTS - Audio-visual and other sound effects will be permitted only where and when they do not interfere with the activities of neighboring exhibitors. Demonstration of operational equipment also may not create objectionable noise levels. Public address or amplifying devices, which project beyond exhibitor's space, are prohibited.

18. IRREGULAR ACTIVITIES - Each exhibitor's activities must be confined to the booth space. No noise makers of any kind will be permitted. All exhibitors distributing "stick-ons" for attendees' badges may not obstruct the attendee's name or affiliation on his or her badge. If complaints arise, the offender will be denied the right to distribute the "stick-on" Sideshow tactics or other undignified displays are prohibited. SAVTA at its sole discretion shall have the right to prohibit the distribution of samples or handouts that it deems inappropriate or objectionable. Prizes, awards, drawings, raffles, lotteries or contests of any kind are permitted only with the prior written approval of SAVTA Show Management. Distribution of small novelty items (e.g., luggage tags, pencils, pocket calendars) shall not be permitted without the prior written approval of SAVTA. Press conferences by exhibitors on the exhibit floor during exhibit hours are prohibited. Distribution of refreshments or food will not be permitted without prior written approval by the official catering service.

19. SOCIAL FUNCTIONS - Exhibitors may conduct social functions in public areas of hotels provided such functions are held at such times and places as not to interfere or conflict with SAVTA's scheduled activities, and provided further that exhibitor receives the written approval of SAVTA prior to conducting such functions. All functions must be scheduled through the SAVTA Show Management. Notwithstanding the foregoing, under no circumstances will social functions of any kind be allowed in the hotel or any other location during meeting or exhibit hours.

20. AMERICANS WITH DISABILITIES ACT - Exhibitor agrees to comply with all applicable provisions of the Americans With Disabilities Act (ADA) and shall indemnify SAVTA, its officers, directors, members and agents from and against any loss, damage, claim, liability and expense (including reasonable attorneys' fees) resulting from or arising out of exhibitor's failure to comply with the provisions of ADA.

21. MUSIC - Exhibitors shall not play any music during the Trade Show and shall indemnify SAVTA, it's officers, directors, members and agents from and against any loss, damage, claim, liability and expense (including reasonable attorneys' fees) resulting from or arising out of exhibitor's playing of music during the Trade Show.

22. TAXES - Exhibitor shall comply with all applicable federal, state and local tax requirements.

23. EXHIBITOR INFORMATION -SAVTA may use the information supplied by an exhibitor on exhibitor's Application/Contract as part of SAVTA's marketing, advertising and other informational materials.

BREACH - In the event the Exhibitor shall fail in any respect to comply with the terms of the Application/Contract or these Rules and Regulations, the Association shall have the right, without notice to the Exhibitor, to sell or offer for sale the space hereby leased and the Exhibitor shall be liable for any deficiency, loss or damage suffered by the Association, by reason thereof, which loss, deficiency or damage, the Exhibitor agrees to pay the Association upon demand. The Associated Locksmiths of America, shall have sole authority to interpret and enforce all rules and regulations contained herein to make amendments thereto and to make such further rules and regulations as shall be necessary for the orderly conduct of the conventions and exposition. Any company violating any of the rules and regulations will forfeit its right to exhibit in subsequent years.

ELIGIBILITY - The Safe & Vault Technicians Association as the Show Management, reserves the right to determine the eligibility of any company or product for inclusion in the Exhibition. All decisions of SAVTA are final. Exhibitor agrees to comply with all subsequent rules and regulations adopted by SAVTA. In addition to other remedies available to SAVTA if exhibitor violates these Rules and Regulations, SAVTA may, at its option, require exhibitor to forfeit his right to occupy exhibit space, vacate exhibit space or forfeit all monies paid to SAVTA.

Date

Authorized Signature – ***This line must be signed for acceptance of contract.***

Name/Title

CREDIT CARD AUTHORIZATION FORM

COMPANY NAME_____

If paying by credit card, please complete this form and fax with the signed 2016 SAFETECH Convention Exhibit Space Application to: **214-819-9736**

SAVTA accepts: Visa, MasterCard or American Express

AMOUNT _____

ACCOUNT #_____

Visa or MasterCard American Express , Discover

V-CODE _____ Where to find:

EXPIRATION DATE _____

NAME AS SHOWN ON CARD _____

SIGNATURE _____

BILLING ADDRESS OF CREDIT CARD:

_____

EMAIL RECEIPT TO: _____

SAFE & VAULT TECHNICIANS ASSOCIATION
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Phone: 214-819-9771; Fax: 214-819-9736